

Defense Travel System

DTS Guide 3: Vouchers

September 28, 2017

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/2017	Defense Travel Management Office (DTMO)	New Guide	All
1.1	08/21/2017	DTMO	Updated link	Section 8
1.2	09/28/2017	DTMO	Updated screenshots & lodging expense info	Section 4

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1 Vouchers

A DTS voucher is a claim for reimbursement of actual expenses you* incurred and payment of allowances you earned while you were TDY. When you create the voucher, DTS populates it with information from your approved DTS authorization.



Information on authorizations includes (by design) cost estimates and assumptions about an upcoming trip. Since the voucher must always reflect accurate cost and trip information, you must update the voucher to accurately reflect what happened on the trip. In other words, your primary responsibility on a voucher is to make changes to it. This guide focuses on how to make those changes.

DTS lets you create a voucher before or during your TDY, but you cannot sign it until your trip is complete. DoD policy mandates that you submit your travel voucher within five working days of returning from TDY.

* In this guide, “you” are a traveler, unless otherwise stated.

1.1 Create a Voucher

To create a voucher, select **Official Travel**, then **Vouchers** on the DTS Welcome screen (Figure 3-1) navigation / subnavigation bars. The Vouchers screen (Figure 3-2) opens.

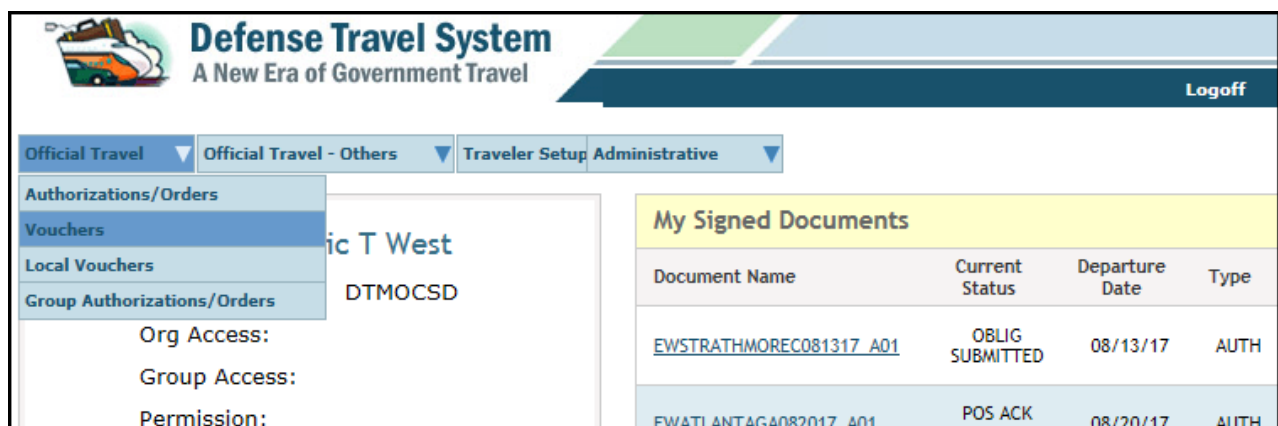


Figure 3-1: DTS Welcome Screen

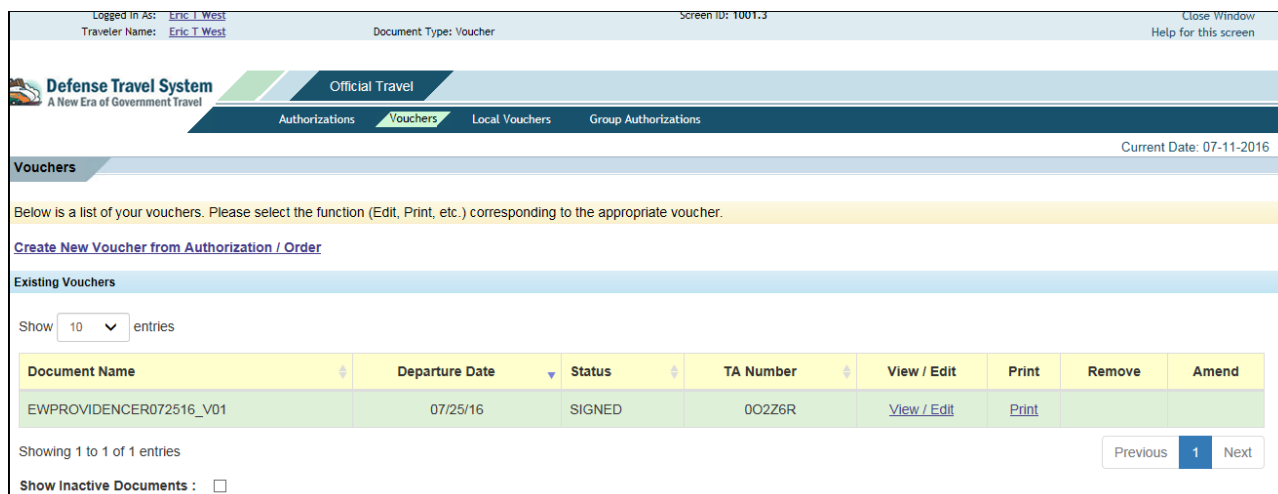


Figure 3-2: Vouchers Screen

To create a new voucher:

1. Select **Create New Voucher from Authorization/Order**. DTS displays a list of authorizations that allow you to create a voucher.
2. Select **Create** next to the authorization you want to use to create the voucher. The Trip Overview screen (Figure 3-3) opens. From here, you can access any screen in DTS, where you may need to make changes.



Note: On all DTS screens, a red asterisk (*) indicates required information.

Logged In As: [Eric T. West](#) Document Name: EWBAKERSFIELD041816_V01 Screen ID: 1039.1 [Close Window](#)
 Traveler Name: [Eric T. West](#) Document Type: Voucher [Help for this screen](#)

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[Trip Overview](#) [Per Diem Locations](#)

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy):

Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

* Trip Type: Trip Description (optional):

* Trip Purpose:

* Trip Duration:

☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging

☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

* Conference/Event:

Name: ☒ Not Applicable

Authorization Number:

Authorization Date:

(mm/dd/yyyy)

Trip Number:

Comments for Travel Order:

Trip Summary

Overall Starting Point

Leave From:	Alexandria, VA	Edit
Leave:	18-Apr-16	

Location 1: BAKERSFIELD, CA

Leave From:	Alexandria, VA	Edit
TDY/TAD Loc:	BAKERSFIELD, CA	
Arrive:	18-Apr-16	
Leave:	25-Apr-16	
Carrier/Flight:	United Airlines (UA) 1662	Edit Remove
Conf/PNR:	123456	
Depart:	18-Apr-16 08:30AM	
	DCA-Washington Ronald Reagan National Ap	
Arrive:	18-Apr-16 11:32AM	
	SFO-San Francisco	
Carrier/Flight:	United Airlines (UA) 5613	Edit Remove
Conf/PNR:	123456	
Depart:	18-Apr-16 12:29PM	
	SFO-San Francisco	
Arrive:	18-Apr-16 01:38PM	
	BFL-Bakersfield	
Rental Car:	HERTZ	Edit Remove
Airport:	BFL - Bakersfield, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	18-Apr-16 02:00PM	
Dropoff:	25-Apr-16 05:00AM	
Lodging:	Extended Stay America Ba	Edit Remove
Confirmation:	12345678-	
Check-In:	18-Apr-16 11:59PM	
Check-Out:	25-Apr-16 06:30AM	

Overall Ending Point

Leave From:	BAKERSFIELD, CA	Edit
Return Loc:	Quantico, VA	
Arrive:	25-Apr-16	
Carrier/Flight:	United Airlines (UA) 5281	Edit Remove
Conf/PNR:	123456	
Depart:	25-Apr-16 05:39AM	
	BFL-Bakersfield	
Arrive:	25-Apr-16 09:10AM	
	DEN-Denver Intl Apt	
Carrier/Flight:	United Airlines (UA) 1767	Edit Remove
Conf/PNR:	123456	
Depart:	25-Apr-16 09:48AM	
	DEN-Denver Intl Apt	
Arrive:	25-Apr-16 03:08PM	
	DCA-Washington Ronald Reagan National Ap	

Proceed to the following page:

Figure 3-3: Trip Overview Screen

2 Update the Itinerary

If your travel itinerary (i.e., travel days, TDY location) changed from what the AO approved on the authorization, you must make those changes from the Trip Overview screen (Figure 3-3). Open the Itinerary module by selecting **Itinerary** on the dark blue navigation bar.

2.1 Update Travel Dates

Travel dates include departure and arrival dates for your starting and ending locations, as well as for each TDY location. When travel dates change, you usually need to change multiple travel dates because changing a departure day from location usually means you'll have to change the arrival day at another location. The process of changing dates begins on the Trip Overview screen. Open the Trip Overview screen by selecting **Trip Overview** on the light blue subnavigation bar.

1. Select **Edit** in the right column of the Trip Overview screen (Figure 3-3) next to the first location that has a date you need to change. Location options include:

- **Overall Starting Point**
- TDY locations: listed as **Location 1**, **Location 2**, etc.
- **Overall Ending Point**

2. Enter the new date in the appropriate area of the left column. Date options include:

- **Start Date** or **End Date** (if editing an overall trip date)
- **Arriving On** or **Departing On** date (if editing a TDY location date)

3. Select **Save Changes** or **Proceed to Per Diem Locations** at the bottom of the left column to save the change.



- DTS displays an error message if it detects a continuity problem (e.g., your schedule shows you arriving at Location 2 before you depart from Location 1). Don't panic. Just keep updating your travel information until your itinerary contains no such continuity errors.

4. Repeat steps 1-3 for each date you need to change.

2.2 Update TDY Locations

Change a TDY location:

1. Select **Edit** in the right column of the Trip Overview screen (Figure 3-3) next to the TDY location you want to change.
2. Use any of the four buttons in the **Edit a TDY/TAD Location** section of the left column to access the tools that let you search for and enter the new location.

Add a new TDY location:

1. Select **Edit** in the right column of the Trip Overview screen (Figure 3-3) next to any TDY location.
2. A **Click Here to Add a Destination in Between** link appears above and below each TDY location in the left column.
 - Select the link where you want the new TDY location to appear in the sequence. DTS displays tools that let you search for and enter the new location.
 - Enter the new TDY location.
 - Enter the **Arriving On** and **Departing On** dates.
 - **Save This Location** using the button at the bottom of the left column.



DTS displays an error message if it detects a continuity problem (e.g., your schedule shows you arriving at Location 2 before you depart from Location 1). Don't panic. Just keep updating your travel information until your itinerary contains no such continuity errors.



Always make sure you identify the correct TDY Location (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation). Entering the wrong TDY location will likely result in your receiving the wrong per diem allowances.

Delete a TDY location:

1. Select **Edit** next to any TDY location in the right column of the Trip Overview screen (Figure 3-3). If you have at least two TDY locations listed, each TDY location displays a **Remove** link.
2. Select **Remove** next to the TDY location you want to delete from the itinerary.

3 Update Reservations

The DTS **Travel** module is a tool for creating reservations. Since you can't make reservations on a voucher, there is nothing to change in the **Travel** module when working with a voucher. Instead, you must use the DTS **Expenses** module (Section 4) to update reservation costs.

4 Update Expenses and Allowances



The DTS **Expenses** module initially displays all the expenses and allowances the AO approved on the authorization. You must now adjust those expenses and allowances to reflect what actually occurred on the trip. When you are done, each expense must exactly match the amount you paid and each allowance must be accurate to ensure you receive the proper reimbursement. Open the **Expenses** module by selecting **Expenses** on the light blue navigation bar.

4.1 My Expenses Screen

Open the My Expenses screen (Figure 3-4) by selecting **My Expenses** on the dark blue subnavigation bar. The My Expenses screen provides four working areas to satisfy most of your expense and per diem needs:

- In the **Reservation Expenses** area (Section 4.1.1), you can delete or change the costs of expenses imported from the **Travel** module (exception: see Section 4.2 for information about how to update lodging costs).
- In the **Other Expenses** area (Section 4.1.2), you can change or delete expenses you manually entered on your authorization. You can also add new ones and upload expenses from your Government Travel Charge Card (GTCC) account.
- In the **Substantiating Records** area (Section 4.1.3), you can upload electronic images of paper documents that support your travel claims.
- The **Trip Workbook** (Section 4.1.4) lets you manipulate and crop images and create new images.

The My Expenses screen communicates and executes tasks through the extensive use of icons and self-explanatory pop-up screens. See Section 4.1.5 for an explanation of the most commonly used icons.

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

My Expenses Per Diem Entitlements

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Reservation Expenses

Expense Name	Date	Cost	Document	Actions
United Airlines (Flight 762 - IAD to IAH)	09/10/2017	\$305.80		
HERTZ (PHX - Phoenix Sky Harbor Intl Apt, AZ (U))	09/10/2017	\$214.85		
Hampton Inn & Suites Pho (PHOENIX,AZ)	09/10/2017	\$594.00		
Total:		\$1420.4		

Other Expenses

Expense Name	Date	Cost	Document	Actions
Mileage Expense (Pvt Auto-Terminal)	09/10/2017	\$6.96		
Non-Mileage Expense (Excess Baggage)	09/10/2017	\$25.00		
Non-Mileage Expense (Gasoline-Rental/Govt. Car)	09/16/2017	\$17.50		
Total:		\$49.46		

Substantiating Documents

Document Name	Notes	Submit Date	Document	Actions
Constructed Travel Worksheet (CTW)	Added 07/28/17 at 12:32:32	07/28/17		

Trip Workbook Current Date: 07-28-2017

[Fax Cover Sheet](#)

XXX
XXX
Added 07/26/17 at 12:00:00

Constructed Travel Worksheet (CTW)
Added 07/28/17 at 12:32:32

[Cancel](#) [Continue](#)

Figure 3-4: My Expenses Screen

4.1.1 Update Reservation Expenses

The **Reservation Expenses** area (Figure 3-5) initially contains information DTS automatically imported from reservations you made in the **Travel** module.

















Reservation Expenses				
Expense Name	Date	Cost	Document	Actions
 United Airlines (Flight 762 - IAD to IAH)	09/10/2017	\$305.80	 	  
 HERTZ (PHX - Phoenix Sky Harbor Intl Apt, AZ (U)	09/10/2017	\$214.85	 	  
 Hampton Inn & Suites Pho (PHOENIX,AZ)	09/10/2017	\$594.00	 	
		Total:	\$1420.4	

Figure 3-5: My Expenses Screen – Reservation Expenses Area

Change a reservation expense cost:

Use the “pencil” icon to update reservation information, including the cost. Changing the cost causes DTS to delete the expense from the **Reservation Expenses** area and replace it with a new expense in the **Other Expenses** area (Section 4.1.2).

Note: You must change lodging costs through the Per Diem Expenses Detail screen (Section 4.2). Doing so does not change the lodging cost in this area.

Add a new reservation expense cost:

You cannot manually add a new reservation cost into this section. You must add new reservation information in the **Other Expenses** area (Section 4.1.2).

Delete a reservation cost:

Use the “garbage can” icon to delete a reservation you made but did not use or after you updated the estimated cost with the actual cost.

Add receipts and other substantiating documents:

There are two ways to attach an electronic image to an expense:

- Select the “attach” or “yellow triangle” icons in the **Document** column and follow the prompts.
- Drag and drop an image from the **Trip Workbook** onto the line that shows the expense you want to associate with the image.

4.1.2 Update Other Expenses

The **Other Expenses** area (Figure 3-6) initially contains expenses and allowances you manually added and the AO approved in the authorization. Additional items appear here if you changed any cost information in the **Reservation Expenses** area (Section 4.1.1).

Other Expenses <div><div>+</div><div>+</div></div>					<div>?</div>	<div>▼</div>
Expense Name <div>⬆</div>	Date <div>⬆</div>	Cost <div>⬆</div>	Document	Actions		
<div><div><div></div></div><div>Mileage Expense (Pvt Auto-Terminal)</div></div>	<div><div><div></div></div><div>09/10/2017</div></div>	<div><div><div></div></div><div>\$6.96</div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	
<div><div><div></div></div><div>Non-Mileage Expense (Excess Baggage)</div></div>	<div><div><div></div></div><div>09/10/2017</div></div>	<div><div><div></div></div><div>\$25.00</div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	
<div><div><div></div></div><div>Non-Mileage Expense (Gasoline-Rental/Govt. Car)</div></div>	<div><div><div></div></div><div>09/16/2017</div></div>	<div><div><div></div></div><div>\$17.50</div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	<div><div><div></div></div></div>	
		Total:	<div><div><div></div></div><div>\$49.46</div></div>			

Figure 3-6: My Expenses Screen – Other Expenses Area

Change an expense cost:

Use the “pencil” icon to update reservation information, including the cost.

Add a new expense:

There are three ways to manually add a new expense cost in this section:

- Select the “plus” icon and designate the expenses type, date, cost, and other key information before saving it.
- Select the “import expense” icon (red box next to “plus” icon in Figure 3-6). When the list of your GTCC charges appears select an **Expense Type** for each item you want to import. Most information (e.g., date, cost) is not editable.
- When you change the cost of an expense in the Reservation Expenses area (Section 4.1.1), DTS deletes the expense from that area and replaces it with a new expense here.



If the imported item duplicates a cost estimate that DTS copied from the authorization, you must delete the original estimate or you will be overpaid.

If you made lodging reservations, never use the **Other Expenses** area to update the lodging cost. Doing so causes a duplicate lodging claim, so you will be overpaid. Update lodging costs on the Per Diem Entitlements Detail screen (Section 4.2).

See Table 3-1 for options when adding transportation-based expense types.

Table 3-1: Transportation-Based Expense Types

TRANSPORTATION-BASED EXPENSE TYPES		
Expense Category	Expense Type	DESCRIPTION – You ...
Mileage Expense	POC Use	Drove a privately owned conveyance (POC) instead of: <ul style="list-style-type: none"> • + <i>Dedicated Gov Veh</i>: a specific Government vehicle that was assigned to you* • + <i>Gov Vehicle Avail</i>: a Government vehicle that was available to you (e.g., motor pool car)
	Private Plane	Fly your own plane
	Pvt Auto	Drove your own car, truck, etc.: <ul style="list-style-type: none"> • + <i>In/Around</i>: At a TDY location (e.g., hotel to TDY work location) • + <i>TDY/TAD</i>: To, from, or between TDY locations (e.g., home to TDY location) • + <i>Terminal</i>: To, from, or between transportation terminals (e.g., home to departure airport)
	Pvt Motorcycle	Drove your own motorcycle (+ select from the options shown in Pvt Auto above)
Ticketed Expense	CTO Fee	Paid a fee to your TMC <ul style="list-style-type: none"> • + <i>Central Bill</i>: Paid via centrally-billed account (CBA) • + <i>Indiv Bill</i>: Paid with your GTCC
	Comm Air, Bus, Rail	Bought a ticket for a commercial aircraft, bus, or train (+ select from the options shown in CTO Fee above)
	Government Bus, Plane, or Vessel	Used a Government bus, aircraft, or vessel at no cost
	Prepaid Bus, Plane, or Rail	Took a commercial bus, aircraft, or train using a ticket the Government purchased
	Ship Fare (Indiv Bill)	Bought a ticket for a commercial vessel using your GTCC
Transportation Travel Expense	Commercial Auto	Drove a rental car (+ select from the options shown in Pvt Auto above)
	Government Auto	Drove a Government vehicle that was either assigned to you or available to you
	Passenger (No Claim)	Rode in a vehicle driven by someone else
	Private Vessel	Sailed your own boat

Delete an expense:

Use the “garbage can” icon to delete an expense you estimated, but did not incur.

Add receipts and other substantiating documents:

Attach electronic images to expenses as described in Section 4.1.1.

4.1.3 Update Substantiating Documents

The **Substantiating Documents** area (Figure 3-7) lets you upload paper documents that support your trip claims. For example:

- Constructed Travel Worksheet
- Approval for other than economy/coach class travel
- Leave form
- DD Form 1351-2 (for Non-DTS Entry Agents)






Substantiating Documents 				
Document Name	Notes	Submit Date	Document	Actions
Constructed Travel Worksheet (CTW)	CTW	 07/28/17		 

Figure 3-7: My Expenses Screen – Substantiating Documents Area

Change a substantiating document:

You can use the “pencil” icon to change the information shown on this screen, but you can’t change the information in the attached document. To correct an error in a document, you must use the “garbage can” icon to delete the attached item then add a new document.

Add a new substantiating document:

You can add documents to the **Substantiating Documents** area in two ways:

- **Upload:** Select the “plus” icon and follow the prompts.
- **Drag and Drop:** Drag the image directly onto the area.

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. You cannot attach .BMP images. The maximum file size is 2MB per file.

Delete a substantiating document:

Use the “garbage can” icon to remove a substantiating document.

Attach substantiating documents to expenses:

Attach electronic images to expenses as described in Section 4.1.1.

4.1.4 Trip Workbook

The **Trip Workbook** (Figure 3-8) is a tool you can use if you import a document with multiple images (e.g., receipts). You can crop the image so that each document appears on a different image.

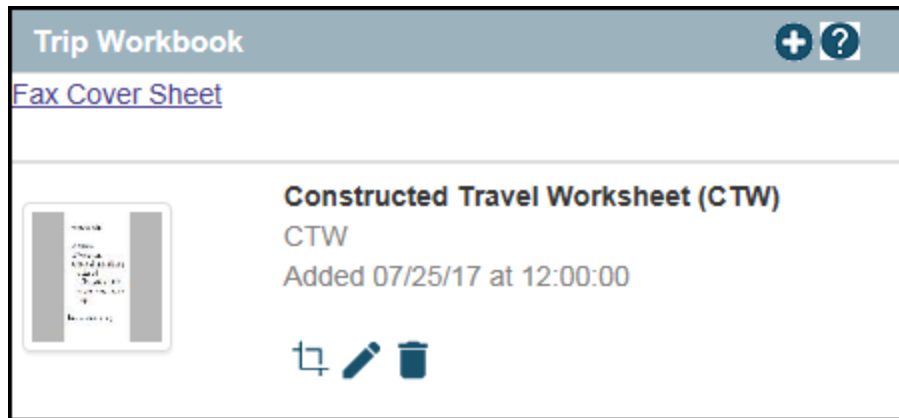


Figure 3-8: My expenses Screen – Trip Workbook

Change an image:

Use the “pencil” icon to change the information shown on this screen. Use the “crop” icon to access the tools that let you manipulate, crop, and save an image as a new image.

Add a new image:

You can add new documents (with the file size and type limitations mentioned in Section 4.1.3) in four ways:

- **Fax:** Select **Fax Cover Sheet** and follow the instructions provided.
- **Upload:** Select the “plus” icon and follow the prompts.
- **Drag and Drop:** Drag a new image from another location (e.g., your computer’s desktop) directly onto the area.
- **Crop:** Crop an uploaded image and save it as a new image.

Delete an image:

Use the “garbage can” icon to delete an image.



You must attach each finished image to an expense listed in the **Reservation Expenses** or **Other Expenses** areas. Only you can see the images saved in the **Trip Workbook**. Reviewers and AOs have no access to the **Trip Workbook**.

4.1.5 My Expenses Screen Icons Explained

Table 3-1 explains the most common icons used on the My Expenses screen.

Table 3-1: Common My Expenses Screen Icons

Table 6-1: Common Trip Expenses Screen Icons

Icons in Area Headers		
	Select to show / hide the area (toggle)	
	Select to show information about the area	
	Select to add a new expense or substantiating document to the area	
	Select to import transaction details from your GTCC account	
Icons that Identify Other Expense Types (all are non-selectable)		
	Shows that the line item is a non-mileage expense	
	Shows that the line item is a mileage expense	
	Shows that the line item is a transportation travel expense	
	Shows that the line item is a ticketed expense	
Icons for Attaching Substantiating Documents to Expenses		
	Select to attach a new substantiating document to a line item	
	Shows that a required receipt is missing	Authorization – Reminder to save the receipt when you get it Voucher – Select to attach the receipt to the voucher
	Shows that a substantiating document is attached to the line item (thumbnail image) Select to view it	
	Shows that more than one substantiating documents are attached (number variable) Select to choose one and view it	
	Select to remove a substantiating document from the line item	
Icons For Manipulating Line Items and Images		
	Select to crop an image	In Trip Workbook – Opens the Crop New File pop-up In Crop New File pop-up – Displays the cropping tools
	Select to show information about the line item or image	
	Select to edit the line item or image	
	Select to delete an image	
	In Crop New File pop-up	Select to move an image within the frame
		Select to rotate an image clockwise / counter-clockwise
		Select to zoom an image in / out

4.2 Update Per Diem Allowances

The Per Diem Entitlements screen (Figure 3-9) identifies the per diem allowances (daily lodging limits and Meals & Incidental Expenses [M&IE] allowances) that the AO approved in your authorization. To open the Per Diem Entitlements screen, where you will make changes to those allowances, select **Per Diem Entitlements** on the dark blue subnavigation bar.

Logged in As: [Eric T West](#) Document Name: EWGROTON1042516_V01 Screen ID: 1022.1 [Close window](#)
 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)

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My Expenses Per Diem Entitlements

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Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

** The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were de-selected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
04/25/16	GROTON,CT	Edit	Reset	\$84.99	\$84.99 GOVCC-Individual	\$48.00 Personal	98 / 64	NONE				
04/26/16	GROTON,CT	Edit	Reset	\$84.99	\$84.99 GOVCC-Individual	\$64.00 Personal	98 / 64	NONE				
04/27/16	GROTON,CT	Edit	Reset	\$84.99	\$84.99 GOVCC-Individual	\$64.00 Personal	98 / 64	NONE				
04/28/16	GROTON,CT	Edit	Reset	\$84.99	\$84.99 GOVCC-Individual	\$64.00 Personal	98 / 64	NONE				
04/29/16	GROTON,CT	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$48.00 Personal	98 / 64	NONE				

[Reset All](#)

Proceed to the following page: [Continue](#)

Figure 3-9: Per Diem Entitlements Screen

Available options for changing, adding, and deleting situations that modify your per diem allowances and the explanations of those options are the same on the voucher as they were on the authorization.

1. Select **Edit** next to the first date you want to change. The Per Diem Entitlements Details screen opens.
2. Enter the updated information in the following sections:
 - a. **Values Apply Through**
 - b. **Per Diem Rates**
 - c. **Duty Conditions**
 - d. **Meals**
 - e. **Other Per Diem Entitlements**

3. Select **Save these Entitlements**.

If several changes affect your per diem conditions, it may be easiest to use the **Reset** link to remove ALL of a day's manually entered allowance changes. The **Reset** link returns all options on the selected day to their initial default settings. You can then enter all necessary changes before saving them.

5 Update Accounting Information

In the voucher, the DTS **Accounting** module only contains the Accounting Codes screen (Figure 3-10). You can use it to update any incorrect Lines of Accounting (LOAs) that appear on your document. Open the **Accounting** module by selecting **Accounting** on the light blue navigation bar.

As was true on the authorization, you should only make changes to this screen if your organization approves you to do so.

Logged In As: Eric T West	Document Name: EWGROTONCT042516_V01	Screen ID: 1067.1	Close Window Help for this screen
Traveler Name: Eric T West	Document Type: Voucher		

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Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 25-Apr-16

[Find Accounting Label](#)

End Date: 29-Apr-16

Accounting Label: ---Select---

From TDZ16DTMO

Shared LOA: ---Select to Add---

Cross Org LOA: - No Other Accounts Available -

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
16 CONFERENCE	TDZ16DTMO	view/edit	remove

Expenses Summary

Category	Allowed	Actual
LODGING	\$339.96	\$339.96
M&IE	\$288.00	\$288.00
OTHER	\$73.70	\$73.70
RENTAL CAR	\$495.78	\$495.78
16 CONFERENCE Sub Total:	\$1,197.44	\$1,197.44
Calculated Trip Cost:	\$1,197.44	\$1,197.44

Proceed to the following page:

Payment Totals

Continue

Figure 3-10: Accounting Codes Screen

Change a LOA: The only change you should make to LOAs on a voucher is to remove invalid ones and add missing ones as described below.

Add a new LOA: Use the **Accounting Label**, **Shared LOA**, and **Cross Org LOA** fields to add missing LOAs.

Delete a LOA: Use the **remove** link to delete an invalid LOA.

Note: If you wind up with multiple LOAs on your voucher, you must allocate your expenses as described in *DTS Guide 2: Authorizations*.

6 Update Additional Options

The Additional Options module contains all the screens that were available in the authorization, plus one additional one – Payment Totals. Open the Additional Options module by selecting **Additional Options** on the light blue navigation bar.

6.1 Update Profile

Update your profile on the voucher following the same steps described in Section 6.1 of *DTS Guide 2: Authorizations*.

6.2 Update Payment Totals

The Payment Totals screen (Figure 3-11) provides a summary of various financial aspects of the document. Most of the information on this screen is view-only, but you can use this screen to update the split disbursement amounts that will be paid to the GTCC vendor or your bank account. Open the Payment Totals screen by selecting **Payment Totals** on the dark blue subnavigation bar.

Logged In As: Eric T West Traveler Name: Eric T West	Document Name: EWGROTONCT042516_V01 Document Type: Voucher	Screen ID: 1063.1	Close Window Help for this screen
---	---	-------------------	--

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[Profile](#)
[Payment Totals](#)
[Partial Payments](#)
[Advances](#)

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$1,197.44
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$1,197.44

Disbursement Summary

Gov't Advance Paid:	\$0.00
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$0.00

Credit Summary

Collections:	\$0.00
Waiver/Appeals:	\$0.00
Net To Traveler:	\$1,197.44
Balance Due US:	\$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$288.00	\$909.44	\$1,197.44
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$288.00	\$909.44	\$1,197.44
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$288.00	\$909.44	\$1,197.44

Trip Summary

Overall Starting Point

Leave From:	Quantico,VA	Edit
Leave:	25-Apr-16	

Location 1: GROTON,CT

Leave From:	Quantico,VA	Edit
TDY/TAD Loc:	GROTON,CT	
Arrive:	25-Apr-16	
Leave:	29-Apr-16	
Rental Car:	DOLLAR	Edit Remove
Airport:	DCA - Washington Ronald Reagan National	
Confirmation:	ABCD1234678-	
Pickup:	25-Apr-16 06:00AM	
Dropoff:	29-Apr-16 05:30PM	
Lodging:	Ramada Groton/Mystic Are	Edit Remove
Confirmation:	12345678-	
Check-In:	25-Apr-16 11:59PM	
Check-Out:	29-Apr-16 07:00AM	

Overall Ending Point

Leave From:	GROTON,CT	Edit
Return Loc:	Quantico,VA	
Arrive:	29-Apr-16	

Proceed to the following page:

Figure 3-11: Payment Totals Screen

The Payment Totals screen is divided into five sections:

- **Expense Summary:** Provides the total of all expenses on the voucher, and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., CBA).
- **Disbursement Summary:** Shows the total of all payments you have received or that are being processed and breaks them down by advances, partial payments, and payments made against previous filed vouchers.
- **Credit Summary:** Supplies information about debts – the total reimbursement you are due to receive, any amount you were overpaid, and any collections or waivers used to help pay off the debt.
- **Entitlement Summary:** Shows the total amounts already paid, collected, and due to be paid, then divides those totals into three categories: Total amount, the amount due to be paid to you (**Personal**), and the amount due to be paid to the GTCC vendor (**Individual GOVCC**). The three text fields lets you adjust the amounts to be paid to the GTCC vendor and your bank account:
 - **Add GOVCC ATM:** If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew. DTS redirects funds to the GTCC vendor to repay the amount.
 - **Additional GOVCC Amount:** If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meals), enter the total amount here. DTS redirects funds to the GTCC vendor to repay the amount.
 - **Less Previous Payments to GOVCC (By Traveler):** If you overpaid your GTCC account on a previous trip, enter the amount of the overpayment. DTS redirects funds to your bank account to balance the overpayment.



Before submitting your voucher, you should always ensure the total listed in the **Net Distribution to Personal** matches the amount the GTCC vendor says you owe, after all charged expenses are accounted for. Paying the correct amount to the GTCC vendor helps prevent delinquencies in your charge card account.

- **Trip Summary:** Contains itinerary information, and does not require further elaboration.

6.3 Update SPPs and Advances

The final two screens in the **Additional Options** module are Partial Payments and Advances. They both contain financial information about payments you have already received, if any. Neither offers any opportunity for you to make changes.

7 Review/Sign Module

As in the authorization, the DTS **Review/Sign** module lets you review your voucher, explain controversial items, and apply your digital signature. Open the **Review/Sign** module by selecting **Review/Sign** on the light blue navigation bar.

7.1 Update from Preview Trip Screen

Again, just like in the authorization, the Preview Trip screen (Figure 3-12) is a very long screen that displays all the cost data you added to the authorization, so you can check for errors before you sign it. **Edit** links appear in key locations so you can modify any entries that appear incorrect. Open the Preview Trip Screen by selecting **Preview** on the dark blue subnavigation bar.

Logged In As: [Eric T. West](#) Document Name: EWPHOENIXAZ091017_A01 Screen ID: 1064.5
 Traveler Name: [Eric T. West](#) Document Type: Authorization [Close Window](#) [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review Sign
 RETURN TO LIST Preview Other Auths Pre-Audit Digital Signature

[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

[Edit](#) Leave: 10-Sep-17

Location 1 - PHOENIX, AZ Time Zone: MST (08)

Itinerary: [Edit](#) Leave From: WARRENTON, VA
 TDY/TAD Location: PHOENIX, AZ
 Arrive: 10-Sep-17
 Leave: 16-Sep-17

Commercial DoD Reserved: Yes
 Preferred Lodging:

Commercial Lodging: Reserved: No

Air Travel: [Edit](#) Carrier: United Airlines
 Flight: 762
 Fare: \$305.80
 Airport Passenger facility charge included in ticket price
 Depart: IAD-Washington Dulles International
 Apt: 10-Sep-17 08:25AM
 Arrive: IAH-Houston George Bush Intercont.
 10-Sep-17 10:35AM
 Method Of Reimbursement: GOVCC
 Confirmation: 123456
 Seat Preference: 17F

Comments to the Travel Agent: SEAT PREFERENCE: 17F

Air Travel: [Edit](#) Carrier: United Airlines
 Flight: 1859

Per Diem Entitlements

Lodging MBIE:	Start Date	End Date	Total Lodge	Total MBIE
Edit	09/10/17	11/22/17	\$594.00	\$4,336.50

Accounting Summary

Actual/Estimate	Accounting Code	Amount	Allowed	Accounting Code	Amount
COM. CARR.-I:	12 TRNG 7	\$241.20	COM. CARR.-I:	12 TRNG 7	\$241.20
LODGING:	12 TRNG 7	\$237.60	LODGING:	12 TRNG 7	\$237.60
MBIE:	12 TRNG 7	\$1,734.60	MBIE:	12 TRNG 7	\$1,734.60
12 TRNG 7 Sub Total:		\$2,213.40	12 TRNG 7 Sub Total:		\$2,213.40
Accounting Code:	17 DEFAULT		Accounting Code:	17 DEFAULT	
COM. CARR.-I:	17 DEFAULT	\$361.80	COM. CARR.-I:	17 DEFAULT	\$361.80
LODGING:	17 DEFAULT	\$356.40	LODGING:	17 DEFAULT	\$356.40
MBIE:	17 DEFAULT	\$2,601.90	MBIE:	17 DEFAULT	\$2,601.90

[Save And Proceed To Other Auths](#)

Proceed to the following pages: [Other Authorizations](#) [Continue](#)

Figure 3-12: Preview Trip Screen (Portions)

From top to bottom, the Preview Trip screen offers you the ability to see:

- Text fields that you can use to enter information as directed by local policy:
 - A **Reference** number
 - **Comments to the AO**
 - **Comments from the travel agent** (i.e., the TMC)
- The Trip Type, Trip Purpose, Trip Description, and Conference name (if applicable)
- The trip starting point and date
- The TDY locations and dates
- The trip ending point and date
- The reservations you created in DTS
- The expenses and allowances you entered
- A summary of all trip expenses broken down by LOA and by category
- A list of requested advances and SPPs

Most sections include **Edit** links you can use to make corrections when necessary.

7.2 Other Auths.

The Other Authorizations screen (Figure 3-13) lets you enter official remarks on printed travel documents. Since printed travel documents are no longer needed after your trip is done, you almost never have to make changes on this screen. However, you can make changes if necessary, using the same processes you used to make the entries in the authorization. Open the Other Authorizations Screen by selecting **Other Auths.** on the dark blue subnavigation bar.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview **Other Auths.** Pre-Audit Digital Signature

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

+ Add Additional Authorizations For This Trip

	Other Authorization	Remarks	Remove
1	ANNUAL LEAVE OR NON-DUTY DAYS	ANNUAL LEAVE OR NON-DUTY DAYS	
2	NON COMPACT CAR AUTHORIZED FOR HERTZ FROM 09/10/17 TO 09/16/17	NON COMPACT CAR AUTHORIZED	

Save and Proceed to Pre-Audits

Figure 3-13: Other Authorizations Screen

7.3 Updates to Pre-Audits

The Pre-Audit Trip screen (Figure 3-14) displays items that DTS has flagged because they potentially break DoD travel policy or exceed established cost thresholds. Open the Pre-Audit Trip screen by selecting Pre-Audit on the dark blue subnavigation bar.

On vouchers, this screen displays items copied from the authorization (along with their justifications) and items triggered by changes you made on the voucher, such as changing split disbursement amounts. You must provide appropriate justifications for all new items before the AO may approve the voucher.

Note: You can access this screen at any time. However, before you can actually sign the voucher, DTS requires you to visit the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don't open those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

3 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ FISCAL YEAR ALLOCATION	→ This travel document covers Fiscal Year(s) 17 and 18 but there is not a Line Of Accounting specified for Fiscal Year(s) 18	
2.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ NON-CONTRACT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits although one was available at time of selection: WN - 3125 PHX-Phoenix Sky Harbor Intl Apt 09/16/2017 - 06:40 AM DEN-Denver Intl Apt 09/16/2017 - 09:25 AM	Reason Codes

The following are provided for advisory purposes only

3.	Advisory	Advisory Description <Help>
	→ LEAVE REQUESTED	→ LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature [Continue](#)

Figure 3-14: Pre-Audit Trip Screen

7.4 Digital Signature

The Digital Signature screen (Figure 3-15) lets you sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AOs if you wish. Open the Digital Signature screen by selecting **Digital Signature** on the dark blue navigation bar.

Note: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to visit the following screens in the order listed:

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don't open those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

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RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Eric T West	0

Document History

Status	Date	Time	Name	Remarks
CREATED	06/11/15	1247	Eric T West	

[View Reasons for Audit Failures](#)

Proceed to the following page:

Figure 2-31: Digital Signature Screen

On the Digital Signature screen, you can:

- Verify that the **SIGNED** status stamp is visible to the right of **Submit this document as**.
- (Optional) Change the **Routing List** your document will follow after you sign it.
- (Optional) Add **Additional Remarks** to the AO.
- See the document's current pending status and its stamping history.
- (Optional) **View reasons for Audit Failures**, if any.
- Digitally sign the document by selecting **Submit Completed Document**.

After you submit (digitally sign) the authorization, the following steps occur:

1. You must affirm that:
 - a. You are submitting a valid claim and you understand there are legal penalties for knowingly submitting a false claim.
 - b. You understand that you must return any unused paper tickets to the Government.
2. You may have to verify your identity by entering your CAC PIN.

When you have signed the document, it begins routing. You should receive payment for your claim within 72 hours of the time the AO approves it.

8 Helpful Resources

<i>Guides</i>	
Guide Title	URL
DTS Guide 1: Getting Started	http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Getting_Started.pdf
DTS Guide 2: Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
DTS Guide 3: Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
DTS Guide 4: Local Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
DTS Guide 5: Group Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf
Desktop Guide for Authorizing Officials	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf
Special Circumstances Travel Guide	http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf

Information Papers & Trifolds	
New Document Title	URL
DTS Overview information Paper	http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
DTS Trip Template Information Paper	http://www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf *
Import/Export Trifold or Information Paper	https://www.defensetravel.dod.mil/Docs/Training/TriIEAuth.pdf http://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf *
Permissive travel Information Paper	http://www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf *
Dependent travel Information Paper	http://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf *
Renewal Agreement Travel Information Paper	http://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf *
Adjustments & Amendments Trifold & Information Paper **	https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf http://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf *
Self-Approving Official Information Paper	http://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf *
Foreign Military Sales Guide	http://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf *
Constructed Travel Worksheet (CTW) Instructions or Information Paper **	Instructions for Authorization CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf Instructions for Voucher CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf http://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf *
Cancellation Procedures Trifold, Information Paper **	https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Trifold.pdf http://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf *
* Available upon publication. ** Web-based training module is also available in Travel Explorer (TraX) at www.defensetravel.dod.mil/passport	